

Albert City-Truesdale CSD Albert City-Truesdale EA 7/1/2005 6/30/2007

ALBERT CITY - TRUESDALE CSD/EA

06-07

MASTER CONTRACT

ALBERT CITY - TRUESDALE COMMUNITY SCHOOLS

2006 - 2007

ARTICLE ONE

RECOGNITION

Representative

The Albert City-Truesdale Education Association, an affiliate of the Iowa State Education Association, is the certified bargaining representative for all persons employed by the Board of Education of the Albert City-Truesdale Community School District as set forth in their certification instrument issued by the Public Employment Relations Board. (Case No. 4226 issued November 20, 1999)

The bargaining unit described in the above certification is as follows:

INCLUDED: All full time and regular part time professional employees of the Albert City-Truesdale Community School, including: classroom teachers, grades PK-12, librarian, special teachers, Title I teachers and guidance counselor.

EXCLUDED: Superintendent of Schools, high school principal, elementary principal, all substitutes, district secretaries, non-professional employees, and all others excluded by Section 4 of the Act.

ARTICLE TWO

GRIEVANCE PROCEDURE

A. A grievance shall mean only a claim that there has been an alleged violation, misinterpretation or misapplication of any of the provisions of this agreement not specifically excepted from the grievance procedures and may be represented at all stages of the process.

B.

(1) Every employee, group of employees, or the association covered by this agreement shall have the right to present grievance in accordance with these procedures.

(2) The failure of the grievant (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(3) It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or of the teaching staff unless departure from this procedure is mutually agreed upon between the parties.

C.

(1) **First Step** An attempt shall be made to resolve any grievance in informal verbal discussion between complainant and his or her principal. If after five (5) school days no result has occurred or if the grievant is still dissatisfied, the grievant may go to the second step.

(2) **Second Step** If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) school days from the date of the conference at the first step. The principal shall make a decision on the grievance and communicate it in writing to the employee and the superintendent and the Association within ten (10) school days after receipt of the grievance.

(3) **Third Step** In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within ten (10) school days of the principal's written decision at the second step, a copy of the grievance with the superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and superintendent or his designee shall meet to resolve the grievance.

The superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the principal and the Association.

(4) Fourth Step If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing a notice to the superintendent within thirty (30) days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the Public Employment Relations Board shall be requested to provide a panel of five arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator shall be binding on the parties.

Expenses for the arbitrator's services shall be born equally by the school district and the Association.

The Arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the school district and the Association and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

D. Arbitrability

The parties may present substantive or procedural arbitrability arguments to the arbitrator. The arbitrator may bifurcate the hearing and rule solely on the arbitrability or may continue with the merits of the grievance in his or her discretion.

ARTICLE THREE

HOURS OF WORK

A. Upon agreement by the principal and the employee at the beginning of each semester, the regular school day shall be either 7:45 a.m. to 3:45 p.m or 8:00 a.m. to 4:00 p.m., except on Fridays or days prior to vacations or holidays, when the teachers may leave after the students leave.

B. In addition to the regular assigned duties, employees shall perform some additional duties to assist in the school program. Examples would be supervision of student activities, ticket taking, or things of that nature. A teacher may receive an activity pass for working two duties and receive an additional activity ticket for working two additional duties. Additional duties shall be paid at Ten Dollars (\$10.00) per day. The assignment of duties shall be equitably distributed amongst all staff members where possible. Volunteers will first be used to fill duties prior to assigning duties.

C. Some employees shall perform supplemental duties, as assigned on their contracts, which duties are set forth on the extra duty pay schedule attached to this master contract as Exhibit B. Performance of those duties shall be compensated at the rate of pay provided on the extra duty pay schedule attached to this master contract as Exhibit B.

D. Paid holidays shall be: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day. Unpaid holidays shall be: President's Day and Good Friday.

E. The work day may be extended for a reasonable number of staff meetings, but no staff meetings shall extend beyond 4:45 p.m.

F. In the event school is dismissed because of weather conditions, the teachers will be permitted to leave as soon as the students have left. In the event classes are to start late because of weather conditions, the teachers will report to school thirty minutes before the time established to start classes.

G. The salary schedule is based upon a 190 day school year with 180 teaching days. If the state requires two extra days, they will be added to the calendar. If the state does not require them, they would not be worked nor would they be paid. If the state provides funding, the days would be paid per diem.

ARTICLE FOUR

LEAVES

A. Sick leave

Employees will be allowed sick leave for illness or temporary disabilities, including pregnancy, as follows:

1 st year	10 days
2 nd year	11 days
3 rd year	12 days
4 th year	13 days
5 th year	14 days
6 th and subsequent years	15 days

Employees may accumulate 120 days of sick leave; upon accumulating 120 days of sick leave; an employee will be awarded 15 sick days to be used during that school calendar year. At the end of that school calendar year, a maximum of 120 days of sick leave will be carried over.

2. Employees may use one-half day increments of sick leave for medical and dental appointments. One-fourth day exceptions may be granted if arranged and approved in advance by administration. Exceptions will be made based on the availability of a substitute to meet instructional needs.

3. The district will provide each teacher with a written accounting of accumulated sick leave on each month's check.

4. When an employee leaves the system for reason other than a discharge for cause, the employee shall be reimbursed five dollars (\$5.00) per day for all accumulated sick leave days up to 120 days once they have reached a minimum of 30 days.

B. Personal or Business Leave

1. Two (2) days total personal and/or business leave will be allowed each year for each employee. The days must be requested a week in advance of the day they will be used, except in an emergency, and the use of the days shall be limited to the available substitutes for the district. In addition, the use of the leave in extending holidays and vacations may be restricted by the administration.

2. If a teacher does not use their personal leave during the year they shall be paid current substitute pay per day for any unused days. However, at the employee's written option, submitted by June 1, one (1) day of personal leave may be carried over to the next contract year. Not more than three (3) days, including the carried over day, may be available in any one contract year.

C. Bereavement Leave

1. Up to five (5) days of leave shall be granted per occurrence in the event of the death of an employee's spouse, child, step-child, parent, brother, sister, father-in-law or mother-in-law.

2. Up to three (3) days of leave shall be granted per occurrence in the event of the death of an employee's son-in-law, daughter-in-law, brother-in law, sister-in-law, grandparents and grandchild.

3. Up to two (2) days of leave shall be granted per year in the event of the death of a close friend or relative outside of the employee's immediate family as defined above.

4. This leave is without loss of pay and employees shall request the minimum time necessary.

D. Professional Leave

1. Professional leave will be administered by the administration to encourage professional growth. Denials of professional leave shall be in writing.

E. Jury Duty

1. Employees in the Albert City-Truesdale Community School District called for jury duty shall remit to the school district the jury duty compensation except for mileage reimbursement.
2. Employees who are subject to a district court order or subpoenaed to appear in the district court shall be granted paid leave.

F. Family Illness Leave

A total of (3) three days shall be available to employees to use in the event of illness or hospitalization of a family member with the option of using a maximum of two weeks (ten days) of sick leave in the event of a serious illness of a family member.

G. Flexibility

In the event the teacher needs to perform certain activities before or after school which necessitate not being at school at the start of the day or leaving before the end of the day, the superintendent or the building principal shall have the discretion to make such adjustments.

H. Extended leaves of absence without pay (parental, association, family illness or educational) may be approved at the discretion of the superintendent and/or the board. Employees granted extended leave may continue to purchase district insurance at their own expense through prepayment of premiums.

ARTICLE FIVE

HEALTH AND SAFETY

The administration shall provide Fifty Dollars (\$50.00) to defray the cost of physical exams showing satisfactory evidence of compliance with the health and safety standards of the Department of Education. The portion of the TB X-Ray examination created by a positive TB test shall be reimbursed for the amount not covered by insurance. The district shall reimburse staff for hepatitis and flu vaccinations.

ARTICLE SIX

INSURANCE

A. Each employee will receive a \$40,000 term life insurance policy and coverage under the long-term disability insurance policy.

B. Commencing with the 2005-2006 school year, the District shall continue to offer those employees hired prior to 2005-2006 school year, family and single insurance coverage. Family insurance coverage will continue to be paid at 65% of the premium cost by the board for those who had elected to take family insurance and shall continue to be offered to those employees as long as they are employed by the District. Family insurance at 65% of the premium cost shall only be available to employees eligible for coverage employed by the District as of January 8, 2005. Family insurance shall not be available for any employee hired after January 8, 2005. The premium cost for single insurance paid by the District, starting in 2005-2006 shall be \$3,915.65. For the 2006-2007 school year the District shall pay 90% of the equivalent cost. In the 2007-2008 school year the district shall pay the equivalent of the total premium cost of the single insurance. The amounts of the coverage when known for the single insurance will be stated in a dollar amount in the collective bargaining agreement. These dollar amounts will reflect the percentages set forth herein.

All applications for insurance coverage need to be made timely and in accordance with the terms and regulations of the School District's insurance carrier. The amount of insurance toward which the school district shall contribute for insurance after 2007-2008 shall be determined in the collective bargaining process prior to the expiration of that contract.

Coverage will begin and end at such times as set out in the policies. An employee and his or her family, if coverage is selected, will be covered only in accordance with and to the extent provided by the terms of the policies.

Employees of the District prior to the 2005-2006 school year shall be allowed to switch from family insurance to single and vice versa at any time as long as they are employed by the district and the terms of the insurance policy allows for such conversion. Employees hired by the District after 2004-2005 school year will be offered single insurance only paid by the District according to above mentioned three year schedule.

C. The staff shall receive each year a description of benefits as provided by the carrier.

D. The coverage on any insurance policy will not be altered except on mutual agreement between the Association and the district.

ARTICLE SEVEN

IN-SERVICE TRAINING

Subject to the approval of the superintendent, two (2) days are allowed each year for employee in-service training. The district will pay the expenses for this workshop. Requests for these workshops should be submitted in writing to the superintendent at least thirty (30) days in advance of the intended workshop if outside the district.

ARTICLE EIGHT

EVALUATION PROCEDURE

A. At the commencement of the school year and prior to any formal observations for purposes of evaluation, the administration shall outline the evaluation procedure. Each teacher, on the observation schedule, shall have an individual pre-evaluation conference prior to a formal evaluation by an administrator that will be evaluating.

B. First year employees shall be evaluated two times per year and the first evaluation shall be during the first nine weeks of the school year. All employees shall be evaluated every other year. If an employee or employer feels the evaluation is unsatisfactory, there will be another formal evaluation within one year. Evaluations shall be a minimum of thirty minutes in length.

C. No evaluations shall be made on any day preceding or following a vacation, holiday or leave or during the first or last fifteen days of school.

D. Written evaluations shall be submitted to the employee for the employee's signature prior to including the evaluation in the permanent records of the employee. A post-evaluation conference shall take place within ten (10) days of the formal written evaluation being completed. At the post-evaluation conference all positive and negative comments shall be explained to the teacher and suggestions shall be made for improvement of any deficiencies noted. In addition to the formal written evaluation a number of observations and conferences may take place during the school year. If, as a result of the post evaluation conference, there are changes in the written evaluation agreed to in said conference, those changes shall be put into writing, signed by both parties and attached to the evaluation.

E. A copy of the formal evaluation shall be delivered to the employee at least twenty-four (24) hours in advance of the post-evaluation conference. All materials will be brought to the attention of the employee at the time of being placed in their file. The employee's file shall be open for employee review and copying during office hours. An employee's signature on any evaluation document does not necessarily mean agreement with the evaluation, but rather awareness of the content.

F. The employee may respond in writing to the written evaluation and that written response shall be submitted within ten (10) school days of the post evaluation conference. That written response shall be attached to the evaluation and included as part of the permanent records.

G. Employees have a right to respond to any items which are contained within their evaluation file.

H. In the event negative comments concerning any employee are to be placed in the personnel file, those comments shall be brought to the attention of the employee and the employee may make a response to that document.

I. Teachers shall have a right to request a follow-up evaluation if the evaluation finds performance below the district's standard.

ARTICLE NINE

TRANSFER PROCEDURES

A. In the event the administration determines that a transfer is necessary, attempts will be made to accomplish this through voluntary transfers. The administration shall first consider voluntary transfers before involuntary transfer, however, the administration shall have discretion to decide whether a voluntary transfer is appropriate and in the best interests of the district.

B. Involuntary transfers shall only occur after meetings between the superintendent and the employee involved, followed by written reasons given to the employee but not after June 1, except in emergencies due to changes in personnel, late resignations or special situations, in which case the teacher will be informed as soon as possible.

C. Employees will be notified of openings in the district so they may apply for a transfer.

D. Employees will be advised at a meeting with their supervisor as to why a request for voluntary transfer will or will not be approved, and following that meeting those reasons will be given to the employee in writing.

E. Transfers shall not be arbitrary or capricious. However, it is understood that the administration will have a right to reassign employees to meet the educational needs of the district as determined by the administration.

ARTICLE TEN

STAFF REDUCTION PROCEDURES

A. In the event the administration determines it is necessary to recommend to the board of directors staff reduction, or in the event the board of directors direct the administration to reduce staff, the following procedures shall be utilized.

1. Attrition shall be first considered. Attrition shall be utilized if, in the opinion of the administration, the assignment of persons to the subject matter to be taught can be properly accomplished. If, in the opinion of the administration, utilization of attrition and reassignment is not in the best interests of the educational program, then the next step shall be followed.

2. In the event attrition does not satisfy staff reduction, the administration shall next reduce persons with temporary or emergency certificates within the area of reduction unless there are not certified persons to reassign to the areas taught by the persons with temporary or emergency certificates. Also, if in the opinion of the administration that reassignment is going to have a detrimental educational impact, the reassignment shall not be required and the person with the temporary or emergency certificate shall not be reduced.

3. If the previous procedures do not accomplish the necessary reduction then regular certified teachers will be laid off in the reverse order of seniority in the Albert City-Truesdale District, providing that the remaining teachers are certified or can become certified in the subjects offered.

ARTICLE ELEVEN

SALARY

- A. The salary schedule is attached to this contract as Exhibit A.**
- B. Full credit may be given for up to seven (7) years previous uninterrupted teaching experience in a like position previous to employment by the Albert City-Truesdale District. However, placement shall not be at a higher salary than a current employee with the same degree and experience is placed. The district may hire above the employee's degree and experience if there are a lack of unobjectionable applicants for the position. Teachers will advance one step on the schedule for each year of service until they reach the top step in their educational lane.**
- C. In order to qualify for advancement from the BA column, the teacher must present credentials to the board, through the superintendent certifying that all graduate level hours of credit are acceptable by the NCA college or university. Credit hours must be in the field in which the teacher is employed, or in the area of education. The superintendent may grant exceptions for graduate level credits that the administration deems to be beneficial to the educational program.**
- D. Evidence of credit for college work, which will entitle a teacher for an advance on the salary schedule, must be presented to the superintendent by October 1 in order to apply towards schedule for that year unless the receipt of the evidence of college work is delayed by the educational institution.**
- E. Employees shall be paid in twelve checks and the payment shall be by the 20th of the month or on the last work day (weekday) before the 20th if that day falls on a Saturday, Sunday or holiday. Pay checks will be put in the teacher's mailbox during the school year or will be sent to their home in the summer unless other arrangements are made prior to the end of the school year with the district secretary.**
- F. In the event of horizontal lane advancement due to obtaining of additional hours the employee shall obtain a vertical step in the same year if the step is available.**
- G. All teachers who are required to use their personal cars for school business, whether to attend required school activities themselves, doing school business, transporting students or driving between schools as a part of their assignment shall be reimbursed for all miles traveled at the current rate set by board policy number 401.7.**
- H. Teachers will be paid for summer work in the next check following the completion of the work.**
- I. Phase I and II dollars are fully incorporated in the salary schedule. In the event Phase I and II programs are not funded, the salary schedule will be reduced, dollar for dollar to reflect the loss of funding. The placement of Phase funding with other state funding programs, such as per pupil cost, shall not be considered a reduction of Phase I and II programs.**

ARTICLE TWELVE

DUES DEDUCTION

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the board an assignment authorizing payroll deduction of professional dues. The form of the assignment shall be as set in Schedule D.

B. Regular Deduction

Pursuant to deduction authorization, the board shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each month for ten (10) months, beginning in October and ending in July of each year.

C. Contributions

Upon appropriate written authorization from the employee, the board shall deduct from the salary of any employee and make appropriate remittance to the specified organization of additional contributions and/or donations.

D. Prorated Deduction

Employees who begin deductions after October shall have the total dues prorated on the basis of the remaining months of employment through July.

E. Duration

Such authorization shall continue in effect from year to year unless revoked in writing by a thirty (30) day notice to the board and the Association.

F. Termination

Any employee who terminates employment prior to July shall provide verification to the board from the Association that dues are paid in full or that satisfactory arrangements have been made therefore.

ARTICLE THIRTEEN

COMPLIANCE AND DURATION

A. Separability

If any item of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to the law, then such item and only such item or application shall not be deemed valid and subsisting, except to the extent permitted by the law, and the board and the Association shall enter into immediate negotiations to replace said item. All other items or applications shall continue in full force and effect.

B. Printing Agreement

Copies of this agreement shall be printed at the expense of the board after agreement with the Association on format within thirty (30) days after the agreement is signed. The agreement shall be presented to all employees now employed, hereafter employed or considered for employment by the board.

C. Duration Period

This agreement shall be effective as of July 1, 2006 and shall continue in effect until June 30, 2007.

ARTICLE FOURTEEN

NEW PROFESSIONALS MENTORING PROGRAM

Definitions:

New Professional Mentoring Program: Albert City-Truesdale Community School District's program of support and assistance for New Professionals.

New Professional: Any licensed individual in his/her first or second year of teaching. All New Professionals must participate in the New Professional Mentoring Program.

Instructional Mentor: A teacher who has been trained and assigned to provide assistance to a New Professional in the district's New Professional Mentoring Program.

A. Evaluation

1. The model Comprehensive Evaluation currently being developed by the Iowa Department of Education pursuant to Section 256.9(51) of the Iowa Code shall be the basis for negotiating the evaluation to be utilized by the district to determine successful completion of the mentoring program under Chapter 284 of the Iowa Code.

Note: This proposal is made for the purposes of opening negotiations on the Comprehensive Evaluation for new employees, and the association reserves the right to modify the proposal and continue negotiations subsequent to the receipt of the Department of Education model.

2. All professional assistance and interaction between the Instructional Mentor and the New Professional shall be confidential. All written and oral comments between the two shall also be confidential. If the Instructional Mentor violates the confidentiality agreement, that mentor shall be removed from the program. The only exception to the confidentiality agreement shall be if the New Professional requests that information be shared with an evaluator when all parties are present.
3. Mentoring assistance and induction plan activities shall not be used in evaluating a New Professional.
4. Instructional Mentors shall not provide data or testimony in subsequent job renewal, termination, arbitration, or licensure proceedings.
5. An Instructional Mentor shall not participate in any informal or formal evaluation of a New Professional, nor be requested or directed to make recommendations supporting or denying continued district employment or recommendations for continuation or renewal for licensure of a New Professional.
6. Other than a notation to the effect that a teacher has served as an Instructional Mentor, a teacher's activities as an Instructional Mentor shall not be part of that teacher's evaluation.

B. Professional Leave

Each Instructional Mentor and each New Professional shall be provided at least two (2) days each quarter of paid professional leave. Such leave may be used in two-hour blocks for the purpose of completing induction activities including but not limited to such activities as observing other teachers, conferencing, and individual professional skill development.

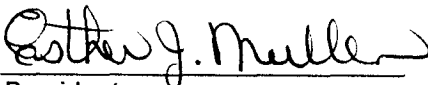
C. Process for Dissolving Mentoring Partnerships

If a mentor/new professional team experience difficulty or the professional relationship is not working, either the mentor or the new professional may request that a new mentor be assigned. The request shall be granted and a new mentor assigned within ten (10) days.

Signature Clause

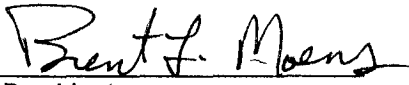
In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 10th day of April 2006.

ALBERT CITY-TRUESDALE
EDUCATION ASSOCIATION

By 
Its President

By 
Its Chief Negotiator

ALBERT CITY-TRUESDALE
COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION

By 
Its President

By 
Its Chief Negotiator

2006-07 SALARY SCHEDULE "Schedule A"

Base \$26,475.00
 After 1 yr on top add 500
 After 3 yr on top add 1000

NEW HIRE EXPER	Horizontal		650	700	750	800
	Vertical		600	650	700	800
	Step '0 - 2		350	350	350	350
	STEP	BA	BA+12	BA+24	MA	MA12
0	0	26475	27125	27825	28575	29375
1-2	1	26825	27475	28175	28925	29725
3-4	2	27175	27825	28525	29275	30075
5	3	27775	28475	29225	30025	30875
6	4	28375	29125	29925	30775	31675
7	5	28975	29775	30625	31525	32475
8	6	29575	30425	31325	32275	33275
9	7	30175	31075	32025	33025	34075
10	8	30775	31725	32725	33775	34875
11	9	31375	32375	33425	34525	35675
12	10	31975	33025	34125	35275	36475
13	11	32575	33675	34825	36025	37275
14	12	33175	34325	35525	36775	38075
15	13	33775	34975	36225	37525	38875
16	14	34375	35625	36925	38275	39675
17	15	34975	36275	37625	39025	40475
18	16	35575	36925	38325	39775	41275
19	17	36175	37575	39025	40525	42075
20	18	36775	38225	39725	41275	42875
21	19	37375	38875	40425	42025	43675
22	20				42775	44475

After one year on the top step of any lane, a teacher shall receive a longevity payment of \$500.00 which will be paid for three years in addition to regular salary. For all subsequent years, \$1,000.00 will be paid in addition to the regular salary.

SCHEDULE C
GRIEVANCE FORM

Distribution of Form _____

1. Association _____

2. Employee _____

3. Employer _____

Step 1: Date Filed _____

Step 2: Date Filed _____
Grievant(s) _____

Step 2

Date Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature _____ Date _____

E. Disposition by Principal _____

Signature _____ Date _____

Step 3

Signature of Grievant _____

Date Filed _____

Disposition by Superintendent or
Designee _____

Date: _____

Signature of Superintendent

Step 4

A. _____
Signature of Association Representative

B. _____
Date Submitted to Arbitration

SCHEDULE D

**AUTHORIZATION FOR PAYROLL DEDUCTION
FOR EDUCATION ASSOCIATION DUES**

First Name Initial Last Name

I. DUES

I hereby request and authorize the Board of Education of the Albert City-Truesdale Community School District as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues which amount is to be remitted each month for me and on my behalf to the treasurer of:

Albert City-Truesdale Education Association
(Affiliate of the UniServ Unit 10, ISEA, NEA)

II. OTHER

I hereby request and authorize the Board of Education of the Albert City-Truesdale Community School District as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, the amounts below according to the schedule below to be remitted as indicated below:

Amount	Payment Schedule	To Be Remitted To:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is understood that this authorization shall begin on the first payroll period following this date and shall continue through June from the date hereof, and shall thereafter continue for successive periods of one year unless revoked in writing by a thirty (30) day notice to my employer and to said Association.

Date: _____ Signature _____

Social Security Number: _____